



VENDOR POLICY STATEMENT

COMMITMENT TO PROFESSIONAL STANDARDS

At **Event Craft**, we pride ourselves on delivering seamless, premium corporate events by coordinating with a vetted, trusted network of industry professionals and specialized suppliers. To maintain absolute operational integrity, safeguard our clients' strategic interests, and eliminate operational friction, we strictly enforce the parameters outlined within this corporate Vendor Policy Statement.

VENDOR COMMUNICATION POLICY

To ensure streamlined event planning, all third-party vendors engaged for your event will operate strictly and transparently through the core management team at Event Craft.

- Vendors are strictly prohibited from contacting clients directly regarding logistical adjustments, event details, pricing tiers, or service delivery metrics.
- This structured pipeline guarantees that you retain a single, reliable point of contact for all event needs, eliminating multi-channel confusion and ensuring central accountability.

CONFIDENTIALITY & BRAND EXCLUSIVITY

Protecting your organization's sensitive corporate data and brand reputation is paramount throughout the planning and execution phases of every event.

- All contracted vendors are bound by non-disclosure and strict confidentiality agreements, preventing unauthorized exposure of client records, event frameworks, or structural budgets.
- Vendors may only represent themselves as authorized execution partners of Event Craft when specifically permitted.
- Direct marketing, cross-selling, or unsolicited service promotion by vendors to the client company during or after the contracted period is strictly prohibited.

QUALITY ASSURANCE & SUPERVISION

- Every single vendor in our ecosystem is thoroughly vetted and continuously evaluated based on strict metrics of professionalism, prompt reliability, and elite service quality.
- Event Craft assumes comprehensive operational responsibility for directing, supervising, and guaranteeing that all vendor outputs seamlessly align with your enterprise-grade expectations.

WHAT THIS MEANS FOR YOUR ORGANIZATION

- **Simplified Communication:** You engage exclusively with your dedicated Event Craft planner—never balancing updates across fragmented, separate vendor entities.
- **Centralized Accountability:** We take comprehensive, unconditional ownership of all contracted vendor timelines and operational performance.
- **Absolute Peace of Mind:** Your entire corporate project is executed securely under precise, disciplined, and standardized professional guidelines.

PHONE SUPPORT

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